

**CIT Convention Business Meeting
Minneapolis, Minnesota
October 12, 2002**

I. Call to Order

President Carolyn Ball called the meeting to order at 2:17 PM.

II. Roll Call – Kellie Mills Stewart

Total voting membership: 218
Voting members present: 67
Quorum needed: 25% (55 members)
Quorum met, report passed.

III. Communications

President Ball introduced the Parliamentarian.

Acceptance of standing rules, passed.

Acceptance of agenda for business meeting, passed.

Clarification of policy for speaking in support and opposition of motions.

White cards – point of order

Green cards to speak in support (maximum of 4)

Red cards to speak in opposition (maximum of 4)

A timekeeper was used to follow the time allotted for each speaker.

IV. Report from the Minutes Approval Committee

JoAnn Shopbell reported that the committee had only made some minor changes to the minutes. The minutes were approved.

Annette Miner announced the members of the committee who will address the meeting minutes for this conference – Jo Ann Shopbell, Chair, Todd Tourville, and Bruce Finkbone. A request was made to add a Deaf individual to this committee. It was agreed to honor this request.

V. Reports

Officers' Reports:

President's Report, Carolyn Ball

Note the President's Report printed in the Conference Program Book. President Ball shared her pleasure in serving CIT for the last two years. She shared a partial list of the organization's accomplishments during her term.

CIT has updated the bylaws.

CIT has updated the Policy and Procedure Manual

Members can now purchase past proceedings on the CIT website

CIT now accepts credit cards for conference registration.

CIT now has a permanent voting position on the NCI.

CIT has completed three SSRs.

The CIT/ASLTA Task Force has met and will report during the business meeting.

CIT now has a membership coordinator, not a membership chairperson.

CIT hired an auditor. CIT has been audited fiscally to make sure that we are handling the monies of CIT in the best way.

A Conflict of Interest Policy will be presented to the membership for implementation.

She challenged the organization to have courage to change in the future and she shared a story to illustrate her point. She encouraged the organization to walk hand in hand with ASLTA and move forward proudly. President Ball thanked the membership of CIT, its board members and committees.

Vice President's Report, Annette Miner

Note the Vice President's report in the Conference Program Book. Vice President Miner gave an update about the revisions to the by-laws. A motion had been sent out to the membership. Enough responses were received for a quorum. A few non-substantive changes had been made to this motion.

Annette represented CIT on the NCI committee. She had attended meetings at their conference and our conference. She will continue to keep the membership updated.

Motion #C02-01 to revise the By-Laws as a whole as submitted to the membership, Motion passed.

Revisions to the By-Laws are attached to these minutes.

Treasurer's Report, Julie Moore

CIT has earned \$1.80 in royalties this year! Please refer to Treasure's Report in conference packet. Most of CIT's funds are spent on Board travel. The second largest expenditure is on printing. Julie discussed the need to develop a budget in the future. The Treasurer's Report is attached to these minutes.

Secretary's Report, Betsy Winston

Note the Secretary's report in the Conference Program Book. Betsy discussed that the organization will be facing some changes in the future. The first change will be with the newsletter. She introduced the outgoing newsletter editors, Myra Taff-Watson and Linda Stauffer. The new newsletter editor will be Julie Moore. Betsy announced that the CIT Proceedings are now on the website for purchase, thanks to Marie Griffin. Betsy introduced Jeanne Wells who will be taking the SSR process into the future. She thanked all of the individuals who had been involved in the process, including Judy Kegl, Luce Aubry, and Marilyn Mitchell.

Betsy would like to see the organization grow and she encouraged the membership to carefully review the motions and have a good discussion of these motions. Betsy also shared her desire to see more part-time instructors and workshop presenters be involved in the organization and encouraged the next Board to continue with this goal.

Standing Committee Reports:

Nomination Committee

Current nominations:

President – none
Vice-President - Annette Miner
Secretary – none
Treasurer - Paul Schreyer

President Ball opened the floor for additional nominations for officers.

Nominations from the floor:

Stacey Storme nominated Carolyn Ball for President, nomination accepted.
Betsy Winston nominated Cindy Farnham for Secretary, nomination accepted.

Vote for the above slate of officers as a whole, Passed.

President Ball announced the new officers for CIT for the 2002-2004 membership year. Carolyn Ball, President; Annette Miner, Vice President; Cindy Farnham, Secretary; Paul Schreyer, Treasurer.

Membership Committee, Kellie Mills Stewart

Kellie gave an explanation of the change to having a coordinator position. With the former process, the communication was delayed. Now the coordinator position communicates directly with the Board. She also has an ad-hoc committee working under her. Kellie has been in this position for 5 years and is happy to continue.

CIT currently has 350 potential members, but many have not continued their membership. There is a lot of room for recruitment. We have not seen much growth. If anyone is teaching in any capacity, part-time instructor, workshop presenters, etc. they can be a full voting member. Kellie encouraged members to recruit individuals by asking if they are a member, giving them a membership form, or directing them to the website for a membership form.

Standards Committee, Judy Shepard-Kegl

Judy thanked Jeanne Wells for mentoring her when she began work on this committee. Judy discussed the priorities that were set by the Board for the Standards Committee. She shared the progress made by the Committee, including the appointment of Luce Aubry as the SSR Coordinator and Marilyn Mitchell as the SSR Trainer; the training of Deaf evaluators; two new SSR teams have been formed, all containing Deaf evaluators; and three IPPs have completed the SSR process and have been found in full compliance. Marilyn Mitchell shared the names of the three IPPs, the University of New Hampshire at Manchester, Central Piedmont Community College, and Gallaudet University.

Motion C02-02: Moved by Carolyn Ball, seconded by Betty Colonomos, that the discussion for the Standards Committee motion be moved until after the report from the CIT/ASLTA Task Force. Motion passed.

Communication Committee, Marie Griffin

Marie reported that all of the CIT Proceedings have been scanned except 1994 – 1996. The proceedings for 1994 – 1996 are not on disk, so they will need to be manually scanned. Betsy Winston now has a disk with the table of contents for each Proceeding. The table of contents will be put on the website so members can look at the table of contents to assist them with their decision of which proceedings they want to purchase.

Motion C02-03: Carolyn Ball moved to flip the order of the reports by the Special Committees. Motion passed.

Special Committee Reports:

CIT/ASLTA Taskforce Committee, Betty Colonomos and Carole Lazorisak

The committee chairs gave the membership three choices, to vote on all motions as a packet; to vote on the six motions that the committee feels will have organizational support and have no funding involved, then discuss the other motions; or vote on the individual motions. Clarification was made that these are the same eight motions that were shared and discussed at Thursday's forum.

Motion C02-4: Moved by Carolyn Ball to vote on each motion individually. Motion passed.

CIT/ASLTA Task Force Motions

Motion C02-5: (CIT-ASLTA Task Force Motion #1) Motion Passed.

CIT-ASLTA Task Force on Standards moved that the official language of CIT biennial conferences and other official events be American Sign Language.

Rationale: One of the major reasons for the low number of Deaf participants in interpreter-related events is the absence of direct access to information. CIT has shown leadership by adopting the policy of conducting its Business Meetings in ASL to allow all members the same environment for input and voting. Because CIT is an organization focused on the needs and interests of teachers of interpretation rather than on students in ITPs or interested supporters, it is reasonable to expect that the vast majority of members have the ability to communicate in ASL. An environment where signing is the default mode of communication will send a clear message to our hearing and Deaf members that we value full access and support a multicultural philosophy for our organization. An additional goal is to increase the number of Deaf instructors to provide direct education to interpreters and students. Immersion in an all-sign environment also provides the benefit of enriching our linguistic and cultural competencies through collegial interaction and exchange of ideas.

Motion C02-6: (CIT-ASLTA Taskforce Motion #3) Motion passed.

CIT-ASLTA Task Force on Standards moved that the Standards Committee gain copyright on present and future accreditation system materials prior to the 2004 CIT convention.

Rationale: The Task Force is concerned that any programs, materials, or processes that are developed using CIT resources need to be clearly documented for ownership. Having these documents copyrighted will eliminate any confusion and allow us to be accountable for our own work. A review of the available material does not indicate any copyright designation and CIT should become identified as the owner of the materials. In some cases, documents were prepared by consultants under contract with CIT. The materials represent the intellectual work of a broad range of individuals over a 20 year history. These individuals generated their work on behalf of CIT and CIT is the owner of the property.

Motion C02-7: (CIT/ASLTA Taskforce Motion #5) Motion passed.

CIT-ASLTA Task Force on Standards moved that CIT investigate with ASLTA the feasibility of expanding the current teacher certification system to accommodate interpreter educators.

Rationale: Survey results indicate a strong interest and support for pursuing teacher certification. Teacher certification could be absorbed as one alternative option for accreditation if our system can be expanded to recognize individuals and private schools in addition to programs in academic institutions. The Task Force feels that initial exploration with ASLTA could begin anytime, but that significant manpower or fiscal resources towards the implementation of this recommendation should be limited until after the accreditation system is operational.

Motion C02-8: (CIT/ASLTA Taskforce Motion #6) Motion passed.

CIT-ASLTA Task Force on Standards moved that CIT provide a resource link on the website describing portfolio assessment and offering suggestions on how to informally begin accruing documentation of teaching experience and professional development activities.

Rationale: The CIT can empower members with resource information that would enable them to engage in preliminary exploration of the varying benefits to developing and maintaining a professional portfolio.

Motion C02-9: (CIT/ASLTA Taskforce Motion #7) Motion passed.

CIT-ASLTA Task Force on Standards moved that the CIT Board establish an Ad Hoc committee to work with the Membership Coordinator to develop a membership services program and membership recruitment program.

- Using the data collected from the various membership surveys, the Ad Hoc committee would work with the membership coordinator to define a membership services program and delineate priorities, costs, and implementation plan.
- The membership coordinator would present this plan for approval and resource allocation directly to the board.
- The current procedure is that the membership coordinator position functions as in an advisory capacity to the board on membership issues. In this capacity the membership coordinator regularly participates in CIT board meetings.

(See Rationale under Motion C02-10)

Motion C02-10: (CIT/ASLTA Taskforce Motion #8) Motion passed.

CIT-ASLTA Task Force on Standards moved that the CIT Board create a 5 and 10 year Strategic Plan that delineates the projected services, programs, and activities of the association and the projected costs.

- The board could hire an association consultant to guide the planning process.
- The next convention could focus on membership review and discussion of the strategic plan
- Budget allocation needs to be tied to outcomes
- Stakeholder review and discussion of the strategic plan could occur during the convention or other planned intervals
- The membership could vote to adopt the strategic plan and proposed budget associated with the plan

Rationale for Taskforce Motions #7 and #8: The organization needs a clear vision and plan of action for addressing membership growth, participation, and program development and implementation. As well, the fiscal sources and resources needed to support our association vision need to be identified so a long-term vision is in place to guide and direct the organization's activities. CIT needs to move to a proactive management model.

The Task Force made a recommendation to suspend the last two motions until after the Conflict of Interest Policy Committee brings their motion to the floor. The recommendation was accepted.

A recommendation was made to continue with the Standards Committee motions. The recommendation was not accepted.

Conflict of Interest Policy Committee, Sharon Neumann Solow

Motion C02-11: Motion by the Conflict of Interest Policy Committee

Moved that the Conflict of Interest Statement and associated policies, procedures and "Disclosure Statement" be adopted and implemented into the association's practices. Motion passed.

CIT/ASLTA Taskforce – Continued

Motion C02-12: Motion by the CIT/ASLTA Taskforce

Move to withdraw Taskforce motions #2 & 4. Motion passed.

Standards Committee – Continued

Motion C02-13: Motion by the Standards Committee

The Standards Committee proposed a small change in the motion to mirror the Taskforce's recommendation to delete the timeline. Motion, as amended, passed.

Whereas the charge of the Standards Committee is to

- Develop and maintain procedures for evaluation and/or accreditation guidelines of interpreter education programs (Bylaws 6.1.1);
- Develop and maintain enforcement guidelines to ensure quality control of members of programs (Bylaws 6.1.2);
- Oversee the Educational Standards Committee (6.1.5);

Whereas the membership of CIT has indicated overwhelming support for the continuation of Self Study Review (SSR) and the establishment of Accreditation (CIT-ASLTA Taskforce Survey Results);

Whereas CIT has responded to the mandate of the membership to include both Deaf and hearing evaluators on all SSR review teams (present and future);

Whereas the SSR process and accreditation is the direct charge of the CIT Standards Committee under the bylaws;

It is moved:

- that the CIT Standards Committee, in formal collaboration with ASLTA, shall identify all stakeholder organizations that will be represented in an autonomous organization charged with accreditation, as described in the Educational Standards Committee Proposal (March, 1999).
- that the CIT Standards Committee in collaboration with all identified stakeholder organizations shall establish a self-supporting autonomous body that will oversee and grant accreditation.
- that the implementation of formal accreditation follow the timeline recommended by the CIT-ASLTA Task Force on Standards Report (October, 2002).
- that CIT provide funds to the Standards Committee for the establishment of the accreditation commission in the amounts recommended to CIT in the CIT-ASLTA Task Force on Standards report (October, 2002).

Rationale: The procedures for Accreditation were developed under the Educational Standards Sub-committee of the Standards Committee and CIT's responsibility for implementing that process is clearly established in the bylaws as the responsibility of the Standards Committee. The CIT-ASLTA Task Force on Standards had as its focus recommendations concerning standards and CIT's responsibility to act on those recommendations remains the responsibility of the Board and the charge of the Standards Committee. To assign responsibility to any other body or special committee would require a change in the bylaws. Bylaws changes cannot be entertained at this Convention without the motion having been made 60 days prior to the Convention.

The clear home for the initiation of these activities is in the Standards Committee. And, the Standards Committee is an available mechanism to allow the formal collaboration with ASLTA and, like any other standing committee, is open and ready to welcome any and all CIT members and members of any stakeholder organizations to join and to work in unison for the attainment of what has so clearly been voiced as our priority goal.

VI. New Business

Nomination for CIT Convention 2004 Site:

Motion C02-14: Moved by Judy Shepard-Kegl, seconded by Marie Tavormina, to have the 2004 CIT Convention in Boston. Motion passed.

New Motions From the Floor:

Motion C02-15: Moved by Lynda Remmel, seconded by Kellie Stewart, that each member return to their homes and actively recruit other interpreter educators and interpreter education institutions (providing support to the membership coordinator who is only one person). If membership increases to over 400 members (from the current 272), membership dues for 2004 will remain the same as follows: Full voting \$100, Associate \$75, and Institutional \$200. HOWEVER, if this membership growth is not accomplished, the membership will provide additional financial support for these activities with a dues increase to the following: Full voting \$200, Associate \$125 and Institutional \$300 to begin in 2004.

Rationale:

In recognition of all the potential opportunities before us; in recognition of the desires of the members to have CIT become more service-oriented; and in recognition of the projects that are ready to be pursued; but also in recognition that sufficient funds do not exist for all the needs such as:

- Pursuing greater opportunities with Deaf educators
- Collaborating with ASLTA and other stakeholders in interpreter education
- Securing 501c3 status
- Strategic planning for continued growth
- LONG-TERM support of the accreditation system
- Teacher certification
- Programmatic and networking opportunities for professional development of teachers
- Home office to facilitate on-going business of the organization and point of contact information
- Web-based publications on a broader scale
- Professional journal of interpreter education

Motion C02-16: Moved by Annette Miner, second by Jes Julander, to extend the meeting by 5 minutes. Motion defeated.

Motion C02-15 was tabled.

Motion C02-17: Moved by Betty Colonomos, second by Judy Shepard-Kegl, to accept all of the resolutions submitted. Motion passed.

VII. Announcements

ASLTA President Leslie Greer announced that the next ASLTA convention will be held in Indianapolis, April 10-13, 2003.

VIII. Adjournment - The meeting was adjourned at 5:50 PM